



# Campus Crime Timely Warning Alert Policy

NAME: **Campus Crime Timely Warning Alert Policy**  
ISSUING DEPARTMENT: **VP for Finance & Administration**  
ISSUED DATE: **September 29, 2020**  
REVIEWED DATE: **October 6, 2020**  
APPROVING AUTHORITY: **President's Cabinet**  
DATE REVISED:

## **PURPOSE**

Issue Clery Act Timely Warnings to the campus community for *Clery Act* crimes and incidents occurring on campus that could be potentially dangerous to the campus community.

## **SCOPE**

This policy pertains to the whole campus community.

## **RESPONSIBILITY**

Campus Police Services  
VP for Finance & Administration

## **POLICY/PROCEDURE**

In the event that a situation arises either on or off campus that, in the judgment of the Mansfield University Chief of Police, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The issuing of a timely warning must be on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The intent of the warning is to enable members of the campus community to protect themselves; the warning will include all information that would promote safety. These notifications shall be provided to students and employees in a manner that is timely, that withholds the names of associated individuals as confidential, and that will aid in the prevention of similar occurrences.

The warning will be issued to the Mansfield University campus via email. In addition, the warning will be posted on the Mansfield University Police webpage ([mansfield.edu/police/](https://mansfield.edu/police/)) under the crime alert tab and under the press releases tab. Mansfield University Marketing and Public Relations will coordinate the dissemination of this information with off-campus media. A copy of the Timely Warning/Crime Alert may also be posted on doors of campus-owned buildings.

Anyone with information regarding a crime should report the circumstances to the Mansfield University Police Department by calling 570-662-4900, by email at [police@mansfield.edu](mailto:police@mansfield.edu), or in person at the Mansfield University Police Department located at Doane Center 104, 65 Clinton Street, Mansfield PA.

Mansfield University uses Maxient as its incident reporting management system, which allows Mansfield University to have online reporting forms for:

- General Student Conduct
- Issues relating to Sexual Misconduct or Title IX concerns
- Reporting violations or asking questions about the MU Health and Safety Policy

Links to the reporting forms, which may be submitted anonymously, can be found at <https://www.mansfield.edu/student-affairs/the-office-of-student-conduct.cfm>

Please assist the Mansfield University Police Department in keeping the campus safe by encouraging anyone to report suspicious activities or persons immediately.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and individuals, the Mansfield University Campus Police Department, in addition to the steps listed above, may initiate the campus-wide emergency notification system, building lockdown procedures, and broadcast messages to campus telephones.

#### **DISTRIBUTION**

MU Policies/Procedures Directory will be distributed through the web and maintained by the Campus Police Services Office and the VP for Finance & Administration.